Used Digital Equipment Policy — Corporate Contributions

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ABSTRACT: This document establishes a consistent policy for the donation of used Digital equipment.

APPLICABILITY: Used Digital equipment is to be donated to organizations with Digital linkages, located in Digital communities, having employee involvement, and so on. Programs that may not otherwise acquire new computer equipment, and complement Digital's community relations activity are qualified recipients of this equipment.

STATUS: APPROVED 07-Oct-1991; use VTX SMC for current status.

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Responsible Person: Jane Hamel
SMC Writer: Donna Fougere

APPROVAL: This policy has been reviewed and approved by the Corporate Community Relations.

Jane Hamel - Corporate Contributions Manager

Direct requests for further information to:

Jane Hamel
Use $ VTX ELF for the latest location information.

Use VTX SMC to order copies of this document from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

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1 STATEMENT OF OBJECTIVE

The objective of this document is to establish a consistent policy for the donation of used Digital equipment.

- Provide alternative use of computer equipment in the community versus the standard disposal of devalued equipment
- Complement Digital's community relations activity
- Provide a valuable tool for community non-profit organizations

2 MAJOR FOCUS

Digital's donations of used Digital equipment will focus on:

- Organizations with Digital linkages (such as those located in the Digital community, those having Digital employee involvement, and so on.)
- Programs that may not otherwise acquire new computer equipment
- Activities that complement Digital's community relations

3 POLICY SCOPE

This policy pertains *only* to Digital computer equipment listed below:

- Only expensed or fully depreciated equipment and
- Only equipment that has been listed on DIAL (See Standard Procedures for DIAL)

4 ELIGIBLE EQUIPMENT AND PRODUCTS

The following list names the types of eligible equipment and products for donation.

- Standalone PCs and workstations
- Terminals
- Printers
- Related software and operating systems that are part of the system being donated
- Modems, cables, peripherals of stand alone system

5 TERMS — WARRANTY/SERVICES/TRAINING

The following terms must be agreed to before any transaction is completed.

- Digital will not be held liable for the condition of the donated products. The recipient agrees to accept the product(s) *as is.*
- If the equipment is no longer required or becomes inoperable, the recipient agrees to dispose of the equipment appropriately. The recipient further agrees that the equipment or products provided under these terms and conditions will not be sold or donated to a third party.

- Warranty, services, or training will *not* be offered as part of the donation. Services may be purchased directly by the recipient from Digital.
- Digital's Hot-Line assistance is *not* available to the recipient as part of the donation.
- Appropriate group and telephone numbers should be provided to the recipient in order to purchase any of these services for the standard cost.

6 STANDARD PROCEDURES THROUGH DIAL

Digital products must be listed on DIAL (Digital Idle Asset Listing) for a required period of three months. Cost center managers must obtain sign off from the DIAL coordinator when the 3-month period expires.

How to Process the Donation

1. Qualifying the Non-Profit
   - Proof of tax-exempt, non-profit status
   - Tax exempt number(s)
   - Organization's practices are in line with overall Digital philosophy
2. Non-Profit Data Form (Exhibit 1.) filled out and signed by cost center manager and non-profit representative — Form includes Hold Harmless Agreement.
3. Authorization for Capital Equipment Disposition filled out and signed by cost center manager.
4. Confirmation letter sent to non-profit recipient listing equipment being donated, appropriate telephone Number(s) to purchase service from Digital, and copy of Non-Profit Data Form with Hold Harmless Agreement (Exhibit 1.)
5. Arrangements made with non-profit recipient to pick up equipment.
6. Copies of Data Form, Capital Equipment Transfer, and Confirmation Letter retained in cost center files.
7. Copies of same sent to Corporate Contributions Office for general information on all company donations.

The cost center manager owns the responsibility for ensuring that the proper process was followed and recorded.

Digital will not incur the cost of shipment. installation, services, or warranty on any used equipment donations.

NOTE

This policy does *not* pertain to computer equipment not manufactured by Digital, larger Digital equipment (such as, VAX systems, MicroVAX workstations, and PDP systems,) typewriters, copiers, or furniture. The standard Capitalization and Disposition process needs to be followed.

March 1989

Exhibit 1: Non-Profit Data Form, with Hold Harmless Agreement

NON–PROFIT DATA FORM

ORGANIZATION: _____ DATE: _____

ADDRESS: _____

CITY/STATE: _____

CONTACT: _____

TELEPHONE NUMBER(S:) _____

_____

TAX EXEMPT NUMBER(S:) _____

_____

DIGITAL GROUP/ORGANIZATION: _____

COST CENTER: _____

COST CENTER MGR: _____

PLEASE LIST:

PRODUCTS DONATED	SERIAL NUMBER(S)
_____	_____
_____	_____
_____	_____
_____	_____

TERMS AND CONDITIONS

* DIGITAL WILL NOT BE HELD LIABLE FOR THE CONDITION OF THE DONATED PRODUCTS. THE RECIPENT AGREES TO ACCEPT THE PRODUCT(S) "AS IS"

* DELIVERY INSTALLATION, SERVICE, TRAINING, AND WARRANTY ARE THE RESPONSIBILITY OF, AND ARE TO BE INCURRED BY, THE RECIPIENT ORGANIZATION.

* IF THE EQUIPMENT IS NO LONGER REQUIRED OR BECOMES INOPERABLE, THE RECIPIENT AGREES TO DISPOSE OF THE EQUIPMENT AS APPROPRIATE. THE RECIPIENT FURTHER AGREES THAT THE EQUIPMENT OR PRODUCTS PROVIDED UNDER THESE TERMS AND CONDITIONS WILL NOT BE SOLD OR DONATED TO A THIRD PARTY.

BY EXECUTING THIS ORDER I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE TERMS AND CONDITIONS STATED IN THIS DONATION.

_____ _____

RECIPIENT SIGNATURE/TITLE DATE

_____ _____

COST CENTER MANAGER DATE

_____ _____

FINANCE MANAGER DATE

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+---------------------------------------------------------------------+
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